

Norms and Standards for Submission of Research Proposals

1. The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.
2. The funds earmarked for the particular heads shall be utilized for that purpose only.
3. On receipt of approval letter, the Principal Investigator should inform the Vidyapeeth of his/her consent to undertake the project and send an Acceptance Letter (**Annexure-VI**). The Principal Investigator shall send the Acceptance Letter within two weeks from the date of issue of approval letter, failing which the approval shall liable to be cancelled.
4. All the assets generated out of the fund for the project including equipment, books and journals shall be the property of the host institution, but will be in charge of the Principal Investigator till the completion of the project. It may be retained in the laboratory of the investigator, but must be handed over to the college/institution in case of his/her leaving the college/institute.
5. The results of the study on the project supported by the Vidyapeeth may be published by the Investigator/s. In all such cases, the investigator/s shall acknowledge the support received from the Vidyapeeth.
6. (a) A spiral bound copy of the final report of work done on the project, in book form, along with a CD, shall be submitted to the Vidyapeeth on completion of the research project.
(b) A copy of the “Final Report” of the work done may be kept in the Library of the respective department and/or of the College/Institute.
7. The Principal Investigator shall submit six-monthly progress reports along with the statement of accounts (**Annexure-IV**) and utilization certificate (**Annexure-III**) at the end of financial year for the release of the subsequent grant.

Dr. D. Y. Patil Vidyapeeth, Pune
FORMAT FOR SUBMISSION OF
PROPOSAL FOR RESEARCH PROJECT

PART – A

1. Broad Subject _____
2. Area of Specialization _____
3. Principal Investigator
 - (i) Name : _____
 - (ii) Sex: M/F _____
 - (iii) Date of Birth: _____
 - (iv) Qualification: _____
 - (v) Designation: _____
 - (vi) Address:
Office : _____

Residence : _____

4. Co-investigator(s) (if any):
 - (I) Name : _____
 - (i) Address : _____
 - (ii) Sex: M/F _____
 - (iii) Date of Birth: _____
 - (iv) Qualification: _____
 - (v) Designation: _____

(II) Name : _____

(i) Address : _____

(ii) Sex: M/F _____

(iii) Date of Birth: _____

(iv) Qualification: _____

(v) Designation: _____

6. Name of the Institution where the project will be undertaken:

(I) Department : _____

(II) College / Institute _____

7. Teaching and Research Experience of Principal Investigator

a. Teaching experience: _____

b. Research experience: : _____

c. Publication (**Attach separate Sheet if necessary. Please enclose the list of papers and books published and/or accepted during last five years**) :

Particulars	Published	Accepted	Communicated
Papers/Books			
Books			

d. Papers Presented / Published

S.N.	Title of the Paper	Name of the Journal	Details of Publication		
			Volume	Issue	Year

PART – B

8. (i) Project Title _____

(ii) Introduction / Background

- Origin of the Research Problem
- Interdisciplinary Relevance
- Review of Research and Development in the Subject:
 - International Status
 - National Status
 - Significance of the Study

(iii) Objectives of the project:

(iv) Methodology detailing stepwise activities and sub activities:

(v) Year wise Plan of work and targets to achieve.

(vi) Work plan

(vii) Output of the project

9. Budget estimates

Item	Estimated Expenditure
Recurring	
(i) Hiring Services	_____
(ii) Field Work and Travel	_____
(iii) Chemicals and Glassware	_____
(iv) Contingency (including special needs)	_____
(v) Books and Journals	_____
Non – Recurring	
(vi) Equipments, if needed (Please specify name and Approx. cost)	_____

Total _____

10 (a) Institutional and Departmental facilities available for the proposed work:

Equipment:

Other Infrastructural facilities:

11. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating.

To certify that –

- a) General physical facilities, such as furniture/space etc., are available in the Department/College.
- b) I/We shall abide by the rules of the Vidyapeeth.
- c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the Vidyapeeth is not satisfied with the progress of the research project, the Vidyapeeth may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) The above Research Project is not funded by any other agency.

Name and Signature

Principal Investigator

Co-Investigator

(i)

(ii)

(c) HoD

(d) Dean/Principal/Director (Signature with Seal)

Annexure-II

Dr. D. Y. Patil Vidyapeeth, Pune

Annual/Final Report of the work done on the Research Project
(Report to be submitted within 1 month after completion of every six months)

1. Vidyapeeth Reference No. _____
2. Period of report: from _____ to _____
3. Title of research project _____

4. (a) Name of the Principal Investigator _____
(b) Name of the Co-investigators:
 1. _____
 2. _____
 3. _____
 4. _____(c) Dept. and College where work has progressed

6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
- i. Brief objective of the project



Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at A Grade)

ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication, attach separate sheet if necessary)

iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

iv. Please indicate the difficulties, if any, experienced in implementing the project

v. Please enclose a summary of the findings of the study. Two bound copies of the final report of work done along with CD may also be sent to the Vidyapeeth.

vi. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact, if any

**Signature of the
Principal investigator**

HOD

Dean/ Director/Principal

Annexure-III

Dr. D. Y. Patil Vidyapeeth, Pune

Project No. : _____

Name of the Principal Investigator: _____

Name of the College & Department : _____

Research work started from : _____

Period of report from : _____ to _____

Date of report submitted: _____

Utilization certificate

Certified that the grant of Rs. _____ (Rupees _____
_____ only) received from the Dr. D. Y. Patil Vidyapeeth under the
scheme of support for Research Project entitled

vide Vidyapeeth letter No. DYPU/_____ dated _____ has been fully utilized
for the purpose for which it was sanctioned and in accordance with the terms and conditions
laid down by the Vidyapeeth.

**Name & Signature
of the Principal
Investigator**

HOD

Dean/Principal/Director

Finance Officer

Annexure-IV

Dr. D. Y. Patil Vidyapeeth, Pune

**STATEMENT OF EXPENDITURE IN
RESPECT OF RESEARCH PROJECT**

1. Name of Principal Investigator :

2. College/Institute:

3. Vidyapeeth approval No. and Date

4. Title of the Research Project

5. Effective date of starting the project

6. (a) Period of Expenditure: From _____ to _____

(b) Details of Expenditure _____

S. N.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- V).		
v.	Hiring Services		
vi.	Chemicals & Glassware		
vii.	Overhead		
viii.	Any other items (Please specify)		

It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Vidyapeeth under the scheme of support for Research Project entitled _____ vide Vidyapeeth Letter No. _____ dated _____ has been Partially/Fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the Vidyapeeth.

**Signature of the
Principal Investigator**

HOD

Dean/Principal/Director

Finance Officer



Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)

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Annexure-V

Dr. D. Y. Patil Vidyapeeth, Pune

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the Vidyapeeth Regulations.

**Signature of the
Principal Investigator**

HOD

Dean/Principal/Director

Finance Officer



**Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)**

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Annexure-VI

**Dr. D. Y. Patil Vidyapeeth, Pune
Letter of Acceptance for Research Project**

Name _____

No. _____ dated _____

Title of the Project _____

1. The terms and conditions related to the grant are acceptable to the Principal Investigator and College/Institution.
2. At present, I have no research project funded by the Vidyapeeth or the accounts for the previous project, if any, have been settled.

Principal Investigator

HOD

Dean/Principal/Director

College

Date:

Dr. D. Y. Patil Vidyapeeth, Pune

Final Report of the work done on the Research Project
(Report to be submitted within 1 month after completion of every six months)

1. Project report No. 1st /2nd /3rd /Final _____
2. Vidyapeeth Reference No. _____
3. Period of report: from _____ to _____
4. Title of research project _____

5. (a) Name of the Principal Investigator _____
(b) Dept. and College where work has progressed _____
6. Effective date of starting of the project _____
7. Grant approved and expenditure incurred during the period of the report:
 - a. Total amount approved Rs. _____
 - b. Total expenditure Rs. _____
 - c. Report of the work done: (Please attach a separate sheet)
 - i. Brief objective of the project

ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication)

iii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons

iv. Please indicate the difficulties, if any, experienced in implementing the project

v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the Vidyapeeth on a separate sheet

vi. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Vidyapeeth.



**Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed University)**

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vii. Any other information which would help in evaluation of work done on the project.
At the completion of the project, the first report should indicate the output, such as
(a) Manpower trained (b) Ph. D. awarded (c) Publication of results (d) other impact,
if any

**Signature of the Principal
Investigator**

HOD

Dean/Principal/Director